

Effective 31 July 2001

Personnel Records and Identification of Individuals

Personnel Identification Badges

For the Commander:

DAVID L. SLOTWINSKI
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

History. This UPDATE publishes a revised memorandum which is effective 31 July 2001.

Summary. This memorandum establishes

policy and procedures that comply with the requirements of AR 600-8-14.

Applicability. This memorandum is applicable to all military personnel, civilian employees, contractor employees, and visitors entering Headquarters, United States Army Recruiting Command, building 1307.

Proponent and exception authority. The proponent of this memorandum is the Commander, Headquarters, Headquarters Company. The proponent has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation.

Suggested improvements. The proponent agency of this memorandum is the Office of the Commander, Headquarters, Headquarters Company. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCHC), Fort Knox, KY 40121-2726.

Distribution. Distribution of this memorandum has been made in accordance with USAREC Pam 25-30, distribution E.

Contents (Listed by paragraph number)

Chapter 1

General

- Purpose • 1-1
- References • 1-2
- Explanation of abbreviations • 1-3
- Responsibilities • 1-4

Chapter 2

Identification Badges

- Types of identification badges • 2-1
- Wear of identification badges • 2-2
- Photo identification badges • 2-3
- Temporary identification badge • 2-4
- Visitor identification badge • 2-5

Chapter 3

Accountability Procedures

- Photo identification badges • 3-1
- Temporary identification badges • 3-2
- Visitor identification badges • 3-3
- HQ USAREC Form 1905 • 3-4

Appendix A. References

Chapter 1

General

1-1. Purpose

This memorandum establishes policies and procedures and assigns responsibilities for personnel identification badges within Building 1307, Headquarters, United States Army Recruiting Command (HQ USAREC) and the United States Army Recruiting Support Brigade (RS Bde), Fort Knox, Kentucky. These procedures comply with the requirements of AR 600-8-14.

1-2. References

Related publications and prescribed forms are listed in appendix A.

1-3. Explanation of abbreviations

- a. HHC — Headquarters, Headquarters Company
- b. HQ USAREC — Headquarters, United States Army Recruiting Command
- c. RS Bde — United States Army Recruiting Support Brigade
- d. SDNCO — staff duty noncommissioned officer

1-4. Responsibilities

a. The command security officer. The command security officer, shall assist the Headquarters, Headquarters Company (HHC) physical security officer in the management of practical, economical, and effective systems to control and monitor access to HQ USAREC facilities. This includes providing policy, guidance, and assistance to the HHC physical security officer regarding the safeguarding of personnel and property of HQ USAREC activities.

b. RS Bde Security Division. The Security Division shall safeguard and destroy identification badges and identification badge making equipment and/or systems in accordance with applicable regulations, this memorandum, and directives from the Commanding General and/or the RS Bde commander. The Security Division will provide, as requested, information and data to the HHC physical security officer for the purpose of verifying issued photo identification badges. The Security Division shall issue photo, temporary, and visitor identification badges to authorized personnel. The Security Division

shall provide instructions for the wear and care of badges issued to personnel.

c. HHC. The following requirements and procedures shall be incorporated into staff duty noncommissioned officer (SDNCO) instructions:

(1) All personnel shall wear the photo identification badge at all times while in HQ USAREC, building 1307.

(2) Individuals, military in and out of uniform, regardless of rank or title, or persons in civilian attire or other type uniform, other than verified emergency services, law enforcement, and facility maintenance personnel, *are NOT permitted unescorted access* to the building during weekends, holidays, nonduty days, and nonduty hours unless the individual has a permanent issued photo identification badge, or has been issued a visitor identification badge or a temporary identification badge.

(3) Personnel assigned with duties in building 1307 desiring access during nonduty hours, nonduty days, weekends, and holidays shall possess a valid photo identification badge.

(4) Individuals without prearranged escort desiring to gain entrance to the facility during all weekends, nonduty days, nonduty hours, or holidays will be denied access and instructed to contact the party or activity in which they wish to visit or, to contact the HQ USAREC Public Affairs Office or protocol officer for arrangements to tour the facility during normal duty hours.

d. Directors, special staff supervisors, RS Bde commander, and/or division chiefs. Each activity supervisor (directors, special staff supervisors, RS Bde commander, and/or division chiefs) shall ensure that:

*This memorandum supersedes USAREC Memorandum 640-1, 22 January 1999.

(1) Each assigned employee (military, civilian, and contractor) inprocess with the RS Bde Security Division on the first day of duty for normal inprocessing and issuance of a personnel photo identification badge.

(2) Each assigned employee (military, civilian, and contractor) outprocess with the RS Bde Security Division on the last duty day for the purpose of normal outprocessing and turning-in the issued photo identification badge.

(3) All personnel assigned duty in building 1307 who report for duty without a photo identification badge or any and all visitors will immediately report to the appointed directorate or special staff section point of contact for the issuance of a temporary or visitor identification badge.

(4) Personnel with a worn, damaged, or mutilated identification badge will report to the RS Bde Security Division for replacement. Individuals must replace photo identification badges when significant changes to individual's physical features (e.g., beard versus clean shaven) occurs that may render verification of the photo difficult.

(5) All personnel assigned duty in building 1307 shall report to the RS Bde Security Division for replacement or reissue of photo identification badges prior to the expiration date.

(6) Appoint, in writing, a responsible individual to request, receive, issue, safeguard, and account for visitor and temporary identification badges.

(7) Personnel regularly visiting or conducting business in building 1307 (e.g., representatives from the Labor Union, HQ USAREC representative at the civilian personnel center) may request in writing to the RS Bde Security Division the issuance of a photo identification badge. Requests will include: Full name, duty and organization assignment, business telephone number, and brief reason for photo identification badge.

(8) Ensure all personnel wear identification badges in such a manner as to provide unobstructed viewing as described in chapter 2.

(9) Ensure all visitor identification badges are returned upon termination of the visit.

(10) All personnel visiting their activity in building 1307 are issued a visitor identification badge. Visitor identification badges will be worn by all visitors to building 1307.

(11) Visitor identification badges are safeguarded from loss by securing them in a locked container in which only appointed individuals authorized to issue visitor identification badges have access.

(12) Issuance of visitor identification badges will be recorded on HQ USAREC Form 1905 (Security Identification Badge Log Sheet) (see fig 1-1). Records of issue and turn-in shall be maintained for 30 days from the last date of entry.

(13) A quarterly inventory of visitor identification badges is conducted by the appointed individuals responsible for accountability and issue of identification badges. Results, with to-

tal number accounted for, by serial number, shall be reported to the RS Bde Security Division.

(14) Provide the RS Bde Security Division and the HHC physical security officer a copy of all appointment memorandums and changes in order to facilitate replacement and/or issuance of visitor and temporary identification badges.

e. Individuals. The following applies to all personnel assigned photo identification badges or temporary identification badges.

(1) Each individual shall inprocess with the RS Bde Security Division. Those assigned to duty in building 1307 shall obtain their photo identification badge on their first duty day. Each individual shall outprocess with the Security Division and turn-in their issued photo identification badge on their last duty day. Individuals will sign for all identification badges.

(2) Each individual shall wear the photo or temporary identification badge at all times when physically inside building 1307.

(3) Each individual shall wear the photo or temporary identification badge as described in paragraph 2-2.

(4) Each individual must take reasonable care to safeguard the badge from loss, unauthorized use, or damage.

(5) Each individual must take immediate and appropriate measures to request replacement of their issued photo identification badge prior to the expiration date, when the badge has become damaged or lost, and/or when the photo no longer accurately portrays the individual's facial features.

(6) Each individual shall immediately notify their immediate supervisor, the SDNCO, or the RS Bde Security Division when personnel are observed in building 1307 who are not wearing either a photo, temporary, or visitor identification badge. Anyone may direct or escort personnel without an HQ USAREC-issued photo, temporary, or visitor identification badge to the SDNCO, office being visited, or the Security Division.

(7) Return found or unattended photo, temporary, or visitor identification badges to the RS Bde Security Division.

Chapter 2

Identification Badges

2-1. Types of identification badges

There are three types of identification badges - photo, temporary, and visitor.

2-2. Wear of identification badges

Individuals will wear HQ USAREC-issued identification badges (photo, temporary, or visitor) at all times while in building 1307. Badges will be issued with a lanyard and clip. Personnel may, at their own expense, use other means to attach the badge providing the means does not damage the badge nor interfere with the requirements established in this paragraph. Badges will be worn in such a manner that it is not obstructed from plain view. Badges will be worn with the photo facing outward. Badges shall be

worn on the front of the individual's upper torso no lower than 12 inches from the chin. The exception of this requirement is when the prescribed wear interferes with safe performance of duty in which wear of the badge may cause injury to the individual or cause damage to equipment or property.

2-3. Photo identification badges

HQ USAREC Form 1902 (Photo Identification Badge) is issued to all military and civilian personnel with duty in building 1307 that do not require access to certain areas. HQ USAREC Form 1902-A (Photo Identification Badge (Limited Access Area)) is issued to all military and civilian personnel with duty in building 1307 that require access to designated areas. HQ USAREC Form 1902-B (Contractor Photo Identification Badge) is issued to all contractor personnel with duty in building 1307 that do not require access to designated areas. HQ USAREC Form 1902-C (Contractor Photo Identification/Access Badge) is issued to all contractor personnel with duty in building 1307 that require access to designated areas. Both contractor identification badges will contain contractor affiliation when they are issued to contractor personnel. These badges bear a photograph and the name of the individual to which it is issued, is serial numbered for accountability purposes, and shall expire 3 years from date of issue. Badges are authorized for wear only by the individual to whom it was issued. RS Bde Security Division, may issue a photo identification badge to frequent visitors to building 1307 (vice the visitor or temporary identification badge) upon written request and Security Division approval. These badges permit unescorted access to building 1307. Special access badges are utilized to access limited access areas controlled by card readers. Information Management Directorate is responsible for the encoding of these badges. Only the Security Division can issue photo identification badges.

2-4. Temporary identification badge

HQ USAREC Form 1903 (Temporary Identification Badge) is issued to all personnel, military, civilian, and contractors with duty in building 1307. This is a nonphoto badge issued on a daily basis upon written request from the activity supervisor or to individuals who have forgotten, misplaced, lost, or no longer possess a photo badge. This badge shall be used until such time the photo identification badge is found or replaced. The responsible directorate or special staff section representative will issue temporary identification badges.

2-5. Visitor identification badge

HQ USAREC Form 1904 (Visitor Identification Badge) is issued to all personnel visiting or conducting business with persons or activities in building 1307. This nonphoto badge may be issued for the duration, based upon written request from the activity supervisor, of the visit or on a daily basis and permits unescorted ac-

cess to building 1307, except otherwise restricted areas, during duty hours. Photo identification badge holder or temporary identification badge holder must escort visitors during nonduty day hours.

Chapter 3

Accountability Procedures

3-1. Photo identification badges

Only the RS Bde Security Division will issue photo identification badges to authorized individuals. During inprocessing with the Security Division, individuals will review this memorandum and sign a statement acknowledging he or she understands policies, procedures, and responsibilities to include:

- a. That all identification badges are the property of HQ USAREC.
- b. That duplication, misuse, defacing, altering, damaging, or negligent loss of issued photo or temporary identification badge may result in appropriate disciplinary action and/or liability for replacement cost of the badge. The security officer is the determining authority for instances of reported defacing, altering, or damaging of identification badges.

NOTE: Individuals can affix or display official awards (e.g., 10-year Service pin) to badge as long as items do not obstruct view of badge information nor damage magnetic strip on reverse side.

3-2. Temporary identification badges

RS Bde Security Division will issue temporary identification badges to the physical security officer, HHC, for subsequent issue and security.

3-3. Visitor identification badges

RS Bde Security Division will issue visitor identification badges to the physical security officer, HHC, for subsequent issue and security.

3-4. HQ USAREC Form 1905

Issue of temporary and visitor identification badges shall be documented on HQ USAREC Form 1905. Authorities issuing temporary and visitor identification badges shall maintain the completed HQ USAREC Form 1905 for 30 calendar days from the last entry and then destroy.

- a. Temporary identification badges require entries for the issued badge number, date, time of issue and turn-in, the name and duty section of personnel requiring issue of a temporary identification badge, and a brief description for the purpose of issue.
- b. Visitor identification badges require entries for the issued badge number, date, time of issue and turn-in, and the name and/or duty section of personnel or activity being visited or escorted during nonduty hours.

SECURITY IDENTIFICATION BADGE LOG SHEET

(For use of this form see USAREC Memo 640-1)

	BADGE NO./TYPE	DATE/TIME ISSUED	ISSUED TO (NAME - <i>print first last</i>)	ACTIVITY ASSIGNED/VISITED	ESCORT (NAME)	DATE/TIME TURN-IN	PURPOSE OF VISIT
1	01/T	21 Jan/0745	Woodruff, Jim	PER	N/A	21 Jan/1700	
2	01/V	21 Jan/0800	Doe, John	RO	COL Tarter	21 Jan/1630	Meeting
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

TEMPORARY BADGE = T

VISITOR BADGE = V

ISSUING ACTIVITY _____

HQ USAREC Form 1905, 1 Jan 1999

Figure 1-1. Sample of a completed HQ USAREC Form 1905

V1.00

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 190-13

The Army Physical Security Program.

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive).

AR 525-13

Antiterrorism Force Protection (AT/FP): Security of Personnel Information and Critical Resources.

AR 600-8-14

Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.

Section III Prescribed Forms

HQ USAREC Form 1902

Photo Identification Badge. (Prescribed in para 2-3.)

HQ USAREC Form 1902-A

Photo Identification Badge (Limited Access Area). (Prescribed in para 2-3.)

HQ USAREC Form 1902-B

Contractor Photo Identification Badge. (Prescribed in para 2-3.)

HQ USAREC Form 1902-C

Contractor Photo Identification/Access Badge. (Prescribed in para 2-3.)

HQ USAREC Form 1903

Temporary Identification Badge. (Prescribed in para 2-4.)

HQ USAREC Form 1904

Visitor Identification Badge. (Prescribed in para 2-5.)

HQ USAREC Form 1905

Security Identification Badge Log Sheet. (Prescribed in paras 1-4d(14) and 3-4.)

Section IV Referenced Forms

This section contains no entries.